Purpose of the RTC Library

The primary purpose of the RTC Library is to support the information needs of the college's students, faculty and staff. Members of the local community may use the RTC Library but may not check materials out of the library.

Service to Distance Learners

The RTC Library provides services to all RTC students, faculty and staff regardless of their location. Please contact the library staff for more information about how to receive services without physically coming to the library.

Please help us better serve our customers by:

- Keeping our library looking new by keeping food out of the library.

- Silencing cell phones prior to entering the library.

- Leaving materials used in the library on the tables for re-shelving by library staff.

- Maintaining a quiet study atmosphere.

Thanks!

Renton Technical College

Library Staff

We welcome your comments and questions! Please let us know how we can better serve you!

Kate Wentworth, Eric Palo, Jinny Wesson,
Debbie Crumb, Yueh-Lin Chen, & Laura Staley

Revised 3/1/10

Renton Technical College

Library

Renton Technical College
Technology Resource Center
(C-Building - 2nd Floor)
3000 NE 4th Street
Renton, WA 98056-4195

Phone: (425) 235-2331
Fax: (425) 235-7816
TTY: (425) 235-2216

Email: librarian@RTC.edu
Website: http://www.RTC.edu/library

Hours During Quarters

Monday – Thursday	7:00 AM – 8:00 PM
Friday	7:00 AM – 4:30 PM
Saturday & Sunday	Closed

Hours Between Quarters

Monday – Friday	8:00 AM – 4:00 PM

The RTC Library is closed on most holidays. Exceptions to the library's schedule are posted on the library's website.

ask wa

Online help is available 24 hours a day/7 days a week at http://www.RTC.edu/library. Just click on the "ask wa" button for a live connection with a librarian.

Library Services

Checkout Services – The library's online catalog lists over 37,000 audiocassettes, books, CDs, DVDs, periodicals, and videos. Users may check most items out of the library.

Materials from Other Libraries – If we don't have the materials you need, we may be able to borrow them for you from another library.

Media Equipment Services – The library has media equipment available to listen to audio materials or to view DVDs and videos.

Computer Services – The library has computers with Internet access & *Microsoft Office*. Black & white printing is 5¢ a page. Color prints are 50¢ a page. Wireless access is available in the library.

Online Databases and Services – Online resources are available from on and off campus via the library's website. Users may need their RTC ID number to access the databases.

- *Auto Repair Reference Center* – Auto repair information for 1945 – 2010 models.
- *CINAHL with Full-Text* – Journal articles about medicine, nursing, wellness, and pharmacology.
- *Credo Reference* – 470 dictionaries and encyclopedias on all subjects.
- *CultureGrams* – Concise and current reports on World countries US states & Canadian provinces.
- *eLibrary* – Full-text articles from newspapers, magazines, books, maps, websites, photos, and more.
- *Gale Online Encyclopedias* – Articles from many encyclopedias relating to Education, Psychology, Law, Medicine, Science, and other subjects.
- *Grolier Online Passport* – Full-text dictionaries, thesaurus, and three encyclopedias including *Encyclopedia Americana*.
- *NoodleBib* – Create bibliographies online using either the APA, MLA, or Chicago/Turabian format.
- *Nursing Reference Center* – Current information for nurses (diseases, patient education, diagnosis, etc.)
- *ProQuest* – Full-text and summaries of articles from thousands of magazines, journals and newspapers.
- *ReferenceUSA* – Enhanced phone book and business information for US and Canada.
- *Salem Health* – Magill's Medical Encyclopedia
- *WOIS* – Information about occupations and training programs in Washington.
- *World Almanac* – Several almanac and encyclopedias.
- *World Conflicts Today* – Information on conflicts that shape our world.

Reference Services – The library staff helps users find the information they need.

Photocopying Services – The library has a self-service photocopier. All copying must be done in compliance with federal copyright laws. The charge is 5¢ a page.

Library Orientations and Workshops – The librarians are available to teach students, faculty and staff how to better use the library's resources and services. Librarians can also help instructors integrate the use of library resources into their curriculum and class assignments.

Library Use

Getting a Library Card - Current RTC student, faculty or staff member may get a Library card by completing an application form. Users are financially responsible for all items checked out on the card. Tell the library staff about lost library cards and Registration about changes in address.

Checking Out Materials – With the library card you can take most materials home.

- Most Books – 2 weeks
- Media (videos, audiocassettes) – 1 week
- Magazines/Journals/Newspapers –1 week
- Reserves – Varies
- Reference Materials – In library use only

Users may re-check out an item if no one is on the waiting list for that item. Items may be renewed in person, by phone, email, or online through the library catalog.

Overdue Fines – The library will send two overdue notices before billing. Bills are paid at the college's Cashier's Office. The bill will include the cost of replacing the overdue item plus a non-refundable $5.00 billing fee per item. Student records on campus are blocked until all outstanding bills and fees are paid.

Returning Materials to the Library – Users may return materials to the library during its open hours. Users may also return materials to the various "book return" drop boxes located around the college campus.

Classroom, Conference and Study Rooms – The library has a classroom, a conference room, and several study rooms available for RTC-related use at no charge. Contact the library for more information.